



PRE-QUALIFICATION DOCUMENT FOR SUPPLY OF GOODS AND SERVICES FOR THE YEAR 2024

TENDER NO. KK/PQOS/1/2024-2025

SEPTEMBER
2023

**THE SECRETARY,
KESHO KENYA TENDER COMMITTEE,
P.O. BOX 997, KILIFI
KENYA**

Website: www.keshokenya.org, E-mail: info@keshokenya.org, procurement@keshokenya.org,
Mobile: +254 (0) 728 413 227, +254 (0) 725 598 544

CONTENTS

1	PRE-QUALIFICATION INSTRUCTIONS.....	2
1.1	Introduction.....	2
1.2	Pre- qualification Objectives	2
1.3	Invitation of Pre- qualification.....	2
1.4	Experience	2
1.5	Additional Information	2
2	GENERAL INSTRUCTIONS.....	2
3	REQUEST FOR QUOTATIONS/TENDERS.....	3
4	RIGHT RESERVED	3
5	SUBMISSION INSTRUCTION.....	3
6	PRE-QUALIFICATION DATA INSTRUCTIONS.....	4
7	QUALIFICATION	4
8	ESSENTIAL CRITERIA FOR PRE-QUALIFICATION	4
8.1	Experience	4
8.2	Personnel.....	4
8.3	Past Performance	4
8.4	Registration	4
8.5	Statement.....	5
9	MODIFICATION & WITHDRAWAL OF PRE-QUALIFICATION.....	5
10	CONTACTING KESHO KENYA.....	5
11	PRE - QUALIFICATION REGISTRATION	6
11.1	Documentation (Tender Submission Requirements)	6
12	STANDARD FORMS	7
12.1	CONFIDENTIAL BUSINESS QUESTIONNAIRE	7
12.2	COMPANY PROFILE.....	8
12.3	FINANCIAL	9
12.4	DECLARATION FORMS/STATEMENT	10
13	PREQUALIFICATION CATEGORIES.....	11
14	PREQUALIFICATION EVALUATION CRITERIA	12
14.1	Mandatory prequalification submissions.....	12



1 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Kesho Kenya intends to undertake an update of its register of suppliers for various goods, services and works for the Financial Year 2024. To qualify, interested firms must meet the set criteria as provided to perform the contract for supply and delivery of various goods, services and works.

1.2 Pre-qualification Objectives

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/ quotations to Kesho Kenya as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Law of Kenya in respective services are invited to submit their prequalification documents to Kesho Kenya so that they may be prequalified for submission of quotation/tender for the provision of the goods, services and works.

1.4 Experience

Prospective suppliers and contractors must have carried out successful delivery of goods and/ or services of similar nature to international organizations/ Government/Corporate /Institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

1.5 Additional Information

Kesho Kenya reserves the right to request submission of additional information from prospective bidders.

2 GENERAL INSTRUCTIONS.

2.1 You are requested to provide all the general information as per the prequalification document.

2.2 Kesho Kenya attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the application shall be rendered ineligible for registration.

2.3 Kesho Kenya reserves the right to visit and inspect business premises of all applicants to verify information provided.

2.4 This document is Eligible for ONE category only

2.5 All information provided will be treated as confidential

2.6 Your pre-qualification document should be submitted **spiral/Bound** and properly paginated



Kesho Kenya

3 REQUEST FOR QUOTATIONS/TENDERS

These will be made available only to those bidders whose qualification are accepted by Kesho Kenya after meeting all the mandatory criteria and scoring 70% and above in the detailed technical evaluation.

4 RIGHT RESERVED

This pre-qualification does not obligate Kesho Kenya to complete the prequalification process. Kesho Kenya reserves the right to amend any segment of the prequalification prior to announcement of a selected Company. In case of such amendment, all respondents will be afforded the opportunity to revise their documents to accommodate the pre-qualification amendment. Kesho Kenya also reserves the right to remove one or more of the services from consideration for this contract should the evaluation show that it is in Kesho Kenya best interested to do so.

5 SUBMISSION INSTRUCTION

Completed prequalification documents in plain sealed envelope clearly marked with the **category reference number and title** should be addressed to:

**THE SECRETARY,
KESHO KENYA TENDER COMMITTEE,
P.O BOX 997-80108,
KILIFI, KENYA.**

and delivered to the Tender Box at the reception of the below Kesho Kenya offices on or before **5:00Pm on Tuesday 17th October 2023.**

- Kesho Kenya Kilifi Offices (Jacob's Building 2nd Floor next to old Khairat Medical Clinic)

The applications will be opened on **19th October, 2023** at **10:00am** and thereafter a written communication will be sent out to successful applicants

Access to prequalification will be granted upon payment of a non-refundable tender fee of **Ksh 1500/-** per tender category. The fee is payable using M-pesa Pay bill No. **880100**, Account No. **3723920052**, Account Name, **Kesho Kenya**.

Tenderers shall **NOT** have the option of submitting their tenders **ELECTRONICALLY**

Please note the following;

- a. Suppliers who are currently doing business with Kesho Kenya should also apply for the pre-qualification.
- b. The services and supplies under the categories will be needed in Kesho Kenya office Kilifi.
- c. Any Tender received after the deadline shall be disqualified.



6 PRE-QUALIFICATION DATA INSTRUCTIONS

The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be prequalified.

The prequalification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

7 QUALIFICATION.

It is understood and agreed that the prequalification data on prospective bidders is to be used by Kesho Kenya in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to each tender category as described by the client.

Prospective bidders will not be considered qualified unless in the judgement of Kesho Kenya they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

8 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

8.1 Experience

Experience in the supply and deliver of similar items/services is mandatory (Documented evidence to be submitted). However, for the youth, Women and other disadvantaged groups.

Prospective suppliers/service providers should possess special experience and capability to deliver at short notice.

8.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs, copies of academic and professional certificates of the key personnel for individual or group to execute the contract must be indicated.

8.3 Past Performance

Past performance will be given due consideration in prequalifying bidders. Letters of reference from past clients should be included.

8.4 Registration

The firm must have a fixed Business Premise and must be registered in Kenya with a Certificate of Registration/ Incorporation/Memorandum and Articles of Association, copies must be attached.



8.5 Statement

Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

A tenderer who gives false information in the tender document about its qualification shall be disqualified and considered for debarment from participating in future procurement with Kesho Kenya

9 MODIFICATION & WITHDRAWAL OF PRE-QUALIFICATION

The tenderer may modify or withdraw its document after submission, provided that a written notice of the modification including substitution or withdrawal of the tender is received by Kesho Kenya prior to the deadline prescribed for submission of the tender.

No tender may be modified after the deadline for submission of tenders

Should a condition arise between the time the firm is prequalified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, Kesho Kenya reserves the right to reject the tender from such a bidder even though they have been initially prequalified

10 CONTACTING KESHO KENYA

- 10.1 Tenderers are required to observe the highest standard of ethics during the prequalification process and execution of contracts. Therefore, no tenderer shall contact Kesho Kenya on any matter relating to its tender, from the deadline prescribed for submission to the time the tenderers are pre-qualified.
- 10.2 If any Tenderer wishes to contact Kesho Kenya on any matter relating to the prequalification process, it should do so in writing through the communication channels provided in **clause 5** or email procurement@keshokenya.org/ info@keshokenya.org
- 10.3 Any effort by a tenderer to influence Kesho Kenya on its decisions on Tender evaluation may result in the rejection of the tenderer's tender and risks being debarred from participating in future procurements with the organization.



11 PRE - QUALIFICATION REGISTRATION

11.1 Documentation (Tender Submission Requirements)

All the firms **should** provide copies of the following:

- 11.1.1 Copy of the Certificate of Registration/Incorporation **(Mandatory)**
- 11.1.2 Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA) **(Mandatory)**
- 11.1.3 Submit a certified valid copy of the county Government Business Permit **(Mandatory)**, special group exempted.
- 11.1.4 Submit a copy of Comprehensive **PSV Insurance Covers** for bidders for provision of hire of transport services **(Mandatory)**
- 11.1.5 Professionals must submit practicing certificate and certificate of good standing from the professional's bodies.
- 11.1.6 Submit at least 1 letter of recommendation/Local Purchase order from current client organizations where the company is providing similar services/, special groups exempted.
- 11.1.7 Company Profile.
- 11.1.8 Duly filled, signed, and stamped confidential business questionnaire in the format provided.
- 11.1.9 Submit CVs for Senior Staff for consultancy services categories.
- 11.1.10 Declaration-All firms must fill, sign and stamp the declaration form that they are not barred forms participating in a procurement proceeding **(Mandatory)**
- 11.1.11 Registered with "National Construction Authority (NCA) Category 30 and below in building/water works, drilling of boreholes, electrical works for those in building industry.
- 11.1.12 Valid AGPO certificate for reserved category.
- 11.1.13 Provision of insurance services-**Broker** must attach valid registration certificate with insurance regulatory Authority **(IRA)** and **underwriter** must attach certified copy of current membership certificate.



12 STANDARD FORMS

12.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE

12.1.1 GENERAL INFORMATION:

Category Applied: _____

Company Name _____

P.O. Box: _____ Town: _____ Postcode: _____

Telephone/ Mobile Number(s): _____

Email Address _____

Physical Address: _____

Nature of Business: _____

Certificate of Registration/ Incorporation Number: _____ (Attach copy)

Trade License Number (specialized groups exempted): _____ (Attach copy)

Tax Compliance Certificate Number: _____ (Attach copy)

Public Health Certificate/s (for outside catering firms): _____ (Attach copy)

NACOSTI Authorization (for research firms) Number: _____ (Attach copy)

Comprehensive PSV Insurance (for car hire firms) Number _____ (Attach copy)

Membership to professional bodies (for air travel agency) _____ (Attach copy)

Valid registration certificate with insurance regulatory authority **IRA for Broker** and certified current membership certificate (for underwriter) _____ (Attach Copy).

Contact Persons:

Name: _____ Position: _____

Email: _____ Mobile No: _____ Sign: _____

Name: _____ Position: _____

Email: _____ Mobile No: _____ Sign: _____

Company seal/ Business stamp



12.2 COMPANY PROFILE

12.2.1 Name of Directors

- i. _____ Nationality_____
- ii. _____ Nationality_____
- iii. _____ Nationality_____
- iv. _____ Nationality_____

12.2.2 Personnel

Number of staff employed: _____

Qualifications: _____

Level of experience: _____

12.2.3 Experience

No of years the company has been in operation: _____

Volume of business transacted in the last 1 year: _____

12.2.4 Referees

I. 1ST CLIENT/ COMPANY

Company Name & address: _____

Email: _____

Contact person: _____

Tel. Number: _____

Signature: _____

II. 2ND CLIENT/ COMPANY

Company Name & address: _____

Email: _____

Contact person: _____

Tel. Number: _____

Signature: _____



III. 3RD CLIENT/ COMPANYY

Company Name & address: _____

Email: _____

Contact person: _____

Tel. Number: _____

Signature: _____

Scope of clientele – (Attach at least 1 current letter of recommendation/Local purchase order from reputable organizations that you have been providing similar services in the last 1 year).

N/B: You will be required to separately attach a COMPREHENSIVE COMPANY PROFILE detailing ALL the requested information.

12.3 FINANCIAL

12.3.1 *Financial Position*

You will be required to demonstrate that the company's financial position is healthy enough to enable you transact business with Kesho Kenya.

12.3.2 *Magnitude of Business*

Please indicate the maximum amount of business (in financial terms) your company can handle at any given time

12.3.3 *Credit Period*

Please indicate the credit period you are willing to offer Kesho Kenya

12.3.4 *Annual Turnover*

What is your annual turnover _____?



12.4 DECLARATION FORM/ STATEMENT

I/We the undersigned, state that, ALL the information we have provided in this document is correct/accurate to the best of my/our knowledge and that;

- i. I/We hereby give Kesho Kenya authority to seek any references it may deem vital while carrying out their evaluation.
- ii. I/We hereby declare that the company is not debarred from practicing in any procurement proceeding.
- iii. I/We declare and guarantee that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly as an inducement or reward for prequalification, award or execution of any contract.

In the event that the above is contravened I/We accept the following to apply: -

- a The person shall be disqualified from prequalification or entering into contract with Kesho Kenya.
- b If contract has already been entered into with the person, the contract shall be voidable.
- c The voiding of the contract under subsection (iii) (b) does not limit any other legal remedy that Kesho Kenya may have.

Name: _____ Designation: _____

Signature: _____ Date: _____

Name: _____ Designation: _____

Signature: _____ Date: _____

Company Seal/Business Stamp

13 PREQUALIFICATION CATEGORIES

Reference No	CATEGORY A: SUPPLY OF GOODS
KK/PQS/01/2024-2025	General office equipment, items and supplies.
KK/PQS/02/2024-25	Supply and maintenance of photocopies, scanners, computer, printers, uninterruptible power supply (UPS), laptops, software, toners and accessories.
KK/PQS/03/2024-25	Supply of general office stationery
KK/PQS/04/2024-25	Supply of printed and branded materials (promotional materials, t-shirts, banners, fivers, brochures, posters, reports and newsletters)
KK/PQS/05/2024-25	Supply, installation and maintenance of fire and security alarms equipment and systems.
KK/PQS/06/2024-25	Supply of motor vehicle/cycle parts.
KK/PQS/07/2024-25	Supply and delivery of office furniture, fittings and fixtures
KK/PQS/08/2024-25	Supply and Delivery of cooking gas.
KK/PQS/09/2024-25	Supply of school uniforms and protective clothing
KK/PQS/10/2024-25	Supply of school kits and dignity packs.
KK/PQS/11/2024-25	Installation and support for CCTV security system.
KK/PQS/12/2024-25	Supply and delivery of building materials.
KK/PQS/13/202-25	Supply of bottled water and water dispensers.
	CATEGORY B: PROVISION OF SERVICES
KK/PQS/14/2024-25	Provision of catering services
KK/PQS/15/2024-25	Provision of air travel, reservation and ticketing services
KK/PQS/16/2024-25	Provision of sanitary, fumigation, pest control and cleaning service
KK/PQS/17/2024-25	Provision of courier and mail delivery services
KK/PQS/18/2024-25	Provision of hotel accommodation and conference facilities
KK/PQS/19/2023-24	Servicing, repair and maintenance of vehicles
KK/PQS/20/2024-25	Provision of car hire and taxi services.
KK/PQS/21/2024-25	Provision of events equipment (tents, chairs, public address and DJ services) _ YOUTH GROUP, WOMEN AND PWD.
KK/PQS/22/2024- 25	Provision of insurance Brokering services (Motor Vehicle, health, office property, indemnity, etc.
KK/PQS/23/2024-25	Provision of video and photography, animation clips and illustrations. (YOUTH GROUP, WOMEN AND PWD)
KK/PQS/24/2024-25	Provision of Internet, Networking and web design services.
KK/PQS/25/2024-2025	Provision of garbage collection services. (YOUTH GROUP, WOMEN AND PWD)

KK/PQS/26/2024-2025	Provision of Electrical services
KK/PQS/27/2024-2025	Provision of plumbing services.
KK/PQS/28/2024-2025	Provision of printing, photocopying, typing setting, editing and bidding services (YOUTH GROUP, WOMEN AND PWD)
KK/PQS/29/2024-2025	Provision of events managements (décor services, PA system/DJ/sound, tents, chairs and other related party accessories. (YOUTH GROUP, WOMEN AND PWD))
	CATEGORY C PROVISION OF WORKS.
KK/PQS/30/2024-25	Contractors for building works
KK/PQS/31/2024-25	Contractors for drilling of Boreholes.
KK/PQS/32/2024-25	Contractors for water works.
KK/PQS/33/2024-25	Contractors for electrical Installation works.

14 PREQUALIFICATION EVALUATION CRITERIA

14.1 Mandatory prequalification submissions

These are mandatory requirements and bidders are expected to attach all the Documents in order to be prequalified. The evaluation shall be carried out on a **YES/NO** basis. The non-responsive submissions will be eliminated.

S/No	Particulars	YES/NO (official use only)
1	A copy of bank deposit slip as proof of prequalification document purchase.	
2	Copy of certificate of registration/Incorporation and/or change of name. In case of a joint venture, all parties must submit as well attach a dully signed & executed joint venture agreement.	
3	A copy of Tax Compliance Certificate (TCC) from KRA (shall be verified online through KRA's TCC checker), valid up-to at least the date of tender opening. In case of a joint venture all parties must submit the same.	
4	A copy of current Trading License/ Business permit from local county _ (Special Groups Exempted)	
5	Declaration form/ statement (Clause 12.4) duly filled, signed and stamped. In case of a Joint Venture, all partners must sign the same	
6	Confidential Business Questionnaire (Clause 12.1) dully filled, signed and stamped. In case of a Joint Venture, all partners must submit/sign the same	
7	At least 1 letter of recommendation/Local purchase order from current clients where the company is providing similar goods, special groups exempted	
8	Company profile and manpower/staff capacity. Attach supporting documents i.e. CVs and copies of certificates	
9	Tender document MUST be Spiral/Bound . No loose/stapled documents shall be accepted	
10	Certificate from Public Health on Medical Health Examinations (Outside Catering Firms).	
11	Copy of comprehensive PSV Insurance cover (car hire firms)	
12	Copy of practicing certificate and certificate of good standing (professional bodies)	
13	Valid registration certificate with insurance regulatory authority (IRA) for broker and current membership certificate for underwriter.	
14	Copy of AGPO certificate for reserved categories	



Note: Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification. Special groups must attach AGPO certificates for proof. For joint ventures, partners must meet all the mandatory requirements to complement each other and demonstrate their combined strength to deliver.

Child Protection:

As a child-focused organization, we take extra precautions regarding the engagement of associates and suppliers. All associated will be requested to confirm conformance with the Kesho Kenya Child Protection Policy during the period of engagement.